



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

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	Revision Date: 12/10/00; 06/17/02; 03/06/04
Signature: /s/ Ron Alsbury	Effective Date: 10/29/01

I. BUREAU DIRECTIVE: Probation and Parole Bureau management and supervisors will determine employee work schedules. Management and supervisors may assign or consider alternative work schedules for employees based on the essential functions and duties of positions, workloads, office coverage, and the contract agreement.

II. AUTHORITY:

53-1-203, MCA.
Local 4464,

Powers and Duties of Department of Corrections
MT Federation of Probation and Parole Officers Contract
Article 7, Section 6

III. DEFINITIONS:

Alternate Work Schedule means a work schedule requested by an employee and approved by the supervisor or assigned by the supervisor that allows the entire work day and/or work week schedule to start and end at an earlier or later time than the standard work schedule. Monday through Friday 8:00 a.m. to 5:00 p.m..

Established Work Schedule means the standard 8:00 a.m. to 5:00 p.m. Monday through Friday schedule or another work schedule established for an employee by the supervisor.

Short-Term Alternative Schedules are those, which are scheduled to last for less than seven calendar days and require approval by the assigned supervisor.

Long-Term Alternative Schedules are those that are expected to be permanent and require the approval of the assigned supervisor and are outside the "Established Work Schedule". An example of this is the 4 days-10 hour/day work schedule.

IV. PROCEDURES:

A. **Applicability** –

"Alternative work hours" shall include scheduled hours Monday through Friday before 8 a.m. or after 5 p.m., or scheduled hours on a Saturday or Sunday.

- ◆ Employees hired before January 1, 1996, may be scheduled to work up to 8 hours per week on an alternative schedule if mutually agreeable to the employer and employee.
- ◆ Employees hired between January 1, 1996, and August 1, 1999, may be scheduled to work up to 16 hours per week on an alternative schedule, as mutually agreed, but if mutual agreement cannot be reached, management's staffing needs shall supersede the employee's preferred alternative schedule.
- ◆ Employees hired after August 1, 1999, may be scheduled to work up to 32 hours per week on an alternative schedule, as mutually agreed, but if mutual agreement cannot be reached, management's staffing needs shall supersede the employee's preferred alternative schedule.

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An employee may request an alternate work schedule, not to exceed forty (40) hours per week, with the approval of the Probation and Parole Bureau Chief or designee.

- B. Nothing in this procedure limits the authority of the Bureau to establish or change work schedules as necessary to carry out the mission of the Bureau, the department for the State of Montana. Before a long-term alternate work schedule is approved or assigned, applicable labor contracts will be reviewed and followed.
- C. The general goals of alternative work schedules are as follows:
 - To provide the community, the offender and law-enforcement greater access to the services a Probation & Parole Officer provides, focusing on public safety and offender supervision.
 - To encourage officers to meet with their offenders in the offenders home and with the offenders family members;
 - To encourage officers to work in the community for the purposes of performing collateral contacts.
 - To increase officer visibility, promoting a positive public perception and better understanding of the department of corrections and the criminal justice system.
 - To actively monitor offenders supervision by frequenting places that offenders are known to gather assuring both the community and the offender that the offender is being monitored.
 - To promote restorative justice in the community and for crime victims.
- D. According to state law, state offices must be open from 8:00 a.m. to 5:00 p.m. daily except on Saturdays, Sundays and holidays. When a holiday falls on a weekend, an office may close on a Friday or Monday. Approval of alternate work schedules is contingent on maintaining adequate staff coverage during these hours.
- E. Supervisors are expected to schedule employees so that offices remain open during meal periods and leaves of absence. However, Probation and Parole offices with less than three employees who are unable to remain open during the meal periods, will have an answering machine or voice mail, which will direct business to another office during meal periods or leaves of absence.

Any time, other than noon that an office must be closed, the supervisor will be alerted to the closure. Whenever possible, local law enforcement and court officials should be notified. The Regional Administrator will contact the Probation and Parole Bureau Chief when a regional office must be closed.
- F. P&P Officer duties involve considerable and frequent interaction with offenders, other employees, the public and other agency personnel. Supervisors should not approve work schedules that significantly reduce employee availability and/or accessibility.
- G. An alternate work schedule will be considered when it is required to make a reasonable accommodation for a bona fide disability unless to do so would impose an undue hardship on the Bureau.
- H. The Probation and Parole Bureau Chief will approve work schedules for Regional Administrators. Regional Administrators will approve work schedules for PO II's. The Regional Administrator

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will determine who sets the schedules of officers and administrative support depending upon the chain of command in the region and local offices, according to policy and contract language.

- I. Work schedules shall be outlined with a starting time, meal period, rest/coffee break time and ending time. All schedules will limit work to forty (40) hours per workweek. No overtime will be scheduled.
- J. Permanent work schedules may be changed for a sufficient job-related reason with ten (10) working days notice to the affected employee. In a case of a staffing emergency, a work schedule may be withdrawn upon a twenty-four (24) hour notice.

V. CLOSING: Questions concerning this procedure shall be directed to the Regional Administrator or designee.